

FY20__ Site Visit Report

Adolescent Pregnancy Prevention Program

Agency:

County:

Program Staff Present:

DPH Staff Present:

Date of Site Visit:

Date of Report:

Rate each section below using the following scale:

E = Excellent

VG = Very Good

G = Good

NI = Needs Improvement

P = Poor

General Agency Policies & Procedures				
Programmatic				Rating:
	Yes	No	N/A	Comments
1. A copy of the contract between the agency and DHHS is available.				
2. The agency's program personnel are familiar with the contract's requirements.				
3. Written personnel policies and procedures are in place.				
4. Performance appraisals are conducted for all employees.				
5. Key staff of this agency have been in place for at least one year.				
6. Representatives of the agency's Board of Directors meet regularly with the lead administrator.				
7. Written policies exist regarding the training and supervision of volunteers.				
8. Written policies exist regarding the use of consultants/subcontractors.				
9. Procedures for monitoring the performance of consultants/subcontractors exist.				
10. Written policies exist regarding confidentiality of client records or databases.				
11. Client satisfaction surveys are utilized.				

12. A policy for addressing client grievances exists.				
13. A code of conduct exists and is applicable to all employees.				
14. Public policy requirements specified in the agency's contract have been met (e.g., drug free, smoke free, etc.)				
Financial				Rating:
15. The agency's fiscal officer is familiar with the Contract Budget page.				
16. Written accounting procedures are set out in an accounting manual.				
17. A written policy for purchase request, approval, receipt and payment exists.				
18. The policy clearly identifies who may approve purchases.				
19. The policy clearly identifies who may approve payments.				
20. Two signatures are required on checks for payment.				
21. Purchases are documented with purchase request, approval, receipt, payment and allocation documents.				
22. Property records are on file for all items with a useful life of more than one year and a purchase price of \$500 or more.				
23. Time sheets are maintained for all employees.				
24. Written procedures exist for appropriate allocation of personnel expense.				
25. Backup, source documents are available for expenditure reports.				
26. Categorical expenditures are in accordance with the approved Contract Budget.				
27. Required prior approvals are requested and obtained before making budgetary and programmatic revisions.				
28. Indirect/overhead costs are consistently applied throughout the agency.				
29. Copies of annual audits and/or financial statements are on file.				
30. Vendors are reviewed by a responsible official to identify potential conflict of interest situations.				

APPP Contract Requirements

Program Staffing

Rating:

The contractor shall employ at least one staff person who has appropriate qualifications, training and experiences to assume responsibility for the implementation of the adolescent pregnancy prevention program. Please provide a copy of the certificate of completion for current model implementing.

Comments

Submission of Financial Reports

Rating:

The contractor shall submit Contract Expenditure Reports on a monthly basis by mail that will be received by the TPPI Program Consultant no later than the 10th of the following month. The contractor will submit Itemization Reports on a monthly basis by email to the TPPI Program Consultant no later than the 10th of the following month.

Comments

Submission of Program Database Report

Rating:

The contractor shall enter information into the TPPI Database by the 10th of the following month. If the 10th of the month falls on a weekend or a holiday, Provider shall enter information by the last business day.

Comments

Outcome Evaluation

Rating:

The contractor shall meet the following outcome evaluation requirements:

- Recruit and maintain a comparison group of individuals that are similar to the group of program participants in terms of age, gender, race, socioeconomic status, and presence of risk/protective factors for teen pregnancy. The number of comparison group members shall be equal to at least half the number of program participants. The number of comparison group members for contractors serving more than 100 participants shall be at least 50.
- Obtain parental permission for participants and comparison group members to complete the evaluation survey.
- Administer the survey to each participant and comparison group member before services to participants begin (pre-test), and again after services to participants end (post-test).
- Ensure that each participant and comparison group member is assigned a unique code that confidentially identifies him/her, and that this code is accurately recorded on the pre-test and post-test survey that is completed by the participant or comparison group member.
- Submit all surveys completed by participants and comparison group members between June 1, 2011, and November 30, 2011, by December 15, 2011, and all surveys completed between December 1, 2011, and May 31, 2012, by June 30, 2012, to the TPPI Evaluation Consultant.
- The Contractor shall report outcome evaluation activities in the TPPI Database.

Comments	
Community Advisory Council <p>The contractor shall maintain a Community Advisory Council (CAC), which shall be responsible for advising and assisting program staff to provide high quality services to participants, reviewing all educational and promotional materials developed by the program to ensure appropriateness for the community, and actively promoting and supporting the program in the community. The CAC shall meet at least four times per year and consist of members representing at least five community agencies other than the funded agency. These agencies shall include the local health department and some of the following community entities: the public school system, the department of social services, mental health services, local corporations and businesses, media, and other local organizations that serve youth. The Contractor shall maintain a CAC membership list and meeting minutes which shall include a list of attendees at each meeting. Meeting minutes shall be submitted to the TPPI Program Consultant quarterly.</p>	Rating:
Comments	
Community Collaboration and Eliminating Health Disparities <p>The contractor shall maintain cooperative ties with other community institutions in order to expand resources for program participants and contribute to a reduction of teen pregnancy rates in the community. The Contractor shall list collaborating agencies in the TPPI Database. Please describe any efforts made to serve at risk youth within target area.</p>	Rating:
Comments	
Parent/Guardians Involvement <p>The Contractor shall implement a strategy to involve parents/guardians of program participants in the prevention of pregnancy. Strategies may include, but are not limited to, the following: Parent newsletters or other informational mailings, homework for participants that involves their parents/guardians, open house events, or family night workshops.</p>	Rating:
Comments	
Professional Development of Staff <p>The contractor shall ensure that program staff shall receive professional development training including TPPI regional meetings in Fall 2012, and the Annual DPH/APPCNC Pregnancy Prevention Conference in May, 2012. Attendance of staff shall be monitored by meeting attendance and conference registration.</p>	Rating:
Comments	

Scope of the Contract (contractor-specific objectives)	Rating :
<p>The contractor is implementing a science-based approach to teen pregnancy prevention with fidelity and is on target to meet all of the project-specific objectives as outlined in the current contract.</p>	
Comments	
Observation of Program Session	Rating :
<p>The topic of the observed program session was appropriate and relevant; the information presented was factual; and the program facilitator(s) provided services in a caring, respectful manner in an effort to create an environment where participants were comfortable sharing their values and beliefs and practicing skills that will improve their health.</p>	
Comments	

Additional Comments:
